# PROCEDURE FOR APPLYING FOR A CLERKSHIP

# WITH THE SUPREME JUDICIAL COURT

On September 1, 2004, the Supreme Judicial Court will begin accepting applications for clerkships for the court year that begins **September 1, 2005**.  Candidates are encouraged to apply as early as possible, and no later than October 31, 2004.  The Justices will interview and may make offers on a rolling basis prior to October 31, 2004; favorable action on early submitted applications may foreclose consideration of those received later.

The current salary is $46,940.40.

Each candidate must submit: (1) a current résumé; (2) an official law school transcript (an unofficial transcript may be sent with résumé); (3) a writing sample not to exceed ten pages and not edited by another; and (4) two letters of recommendation from law school faculty members.  The candidate should arrange to have the law school send an official transcript directly to the Court's Hiring Coordinator.  Letters of recommendation may be sent after the candidate's initial submission of materials, but the candidate may not be considered until the letters are received.  After applying, additional law school grades should be sent to the Hiring Coordinator promptly, and the law school advised to transmit to the Hiring Coordinator an updated official transcript. The candidate also should advise the Hiring Coordinator of any other significant developments bearing on his or her application.

All materials should be sent to Anne Walker, Hiring Coordinator.  Applicants may indicate a preference to apply as a law clerk for a specific Justice or Justices.

Interviews will be scheduled at the request of individual Justices.

The Supreme Judicial Court is an equal opportunity employer and encourages all interested persons to apply.

If you have any questions, please write to Anne Walker, Supreme Judicial Court, One Beacon Street, 3rd Floor, Boston, Massachusetts 02108; (617) 557-1157 or e-mail anne.walker@sjc.state.ma.us.

(Please Note:  All clerkships for the 2004-2005 term have been filled.)